



**POSITION TITLE:** FOOD AND BEVERAGE MANAGER

**LEVEL:** EXEMPT

**REPORTS TO:** OPERATIONS MANAGER

**PRIMARY FUNCTION**

To manage all aspects of the Food & Beverage Dept. making sure everything is prepared, ordered and organized for that day, week, etc.

**MAJOR RESPONSIBILITIES**

Making sure everything is prepared and ready for the day ahead

Ordering product/working with vendors

Weekly/monthly reports, daily checkups, change orders

Paperwork: coding invoices, scheduling, ordering, reports, payroll

Prep-work: making sure everything is stocked, cleaned and ready and everyone is on task and busy

Equipment management: making sure all equipment is properly cleaned every day and cared for (to make it last)

**EDUCATION**

Minimal High School Diploma or equivalent

Serv-Safe Certification required for this position

Previous Food and Beverage experience desirable

**INDEPENDENT ACTION/JUDGMENT**

Ordering product, scheduling and task assignment

**APPROVAL BY OTHERS**

Equipment pricing, budget approval, and requests for staff

**WORKING CONDITIONS**

Exposure to cleaning chemicals

Extreme weather